Privacy Notice: Pupils

The Sheriff Partnership

Home of Coventry and Central Warwickshire Teaching Trust Hub

Review date	Summer term 2026
Review period	Annual by SLT
Next Review date	Summer term 2027
Reviewed by	Nicola Dandy

Who we are?

Lawrence Sheriff School is the Data Controller. This means we are responsible for how your personal information is processed and for what purposes.

Lawrence Sheriff School is registered as the Data Controller with the Information Commissioners Office (ICO); Registration Number: Z6157589

You can contact Lawrence Sheriff School as the Data Controller at lss@lawrencesheriffschool.com

What is a Privacy Notice?

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Why do we collect and use pupil information?

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care

- to provide appropriate learning support, particularly for students with special educational needs
- to assess the quality of our services
- to comply with the law regarding data sharing
- to provide a rewards and behaviour structure
- to track how well the school is performing as a whole
- to share medical information with public health agencies

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information including grades, targets, levels and progress
- Relevant medical information
- Special Needs information
- Information on merits, awards and prizes
- Information on behaviour and incidents, if applicable, at the school including suspension/exclusion
- Post 16 information as above and for the writing of UCAS and reference documents
- Photographs
- The school operates CCTV in certain internal areas and around the external school site to support the safety and security of pupils, staff and visitors. Video footage is recorded and securely retained for up to three weeks, unless required for safeguarding, disciplinary or legal purposes (see our separate CCTV Policy for further information).

The lawful basis on which we use this information

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- To meet a contractual obligation

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Lawrence Sheriff School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, Lawrence Sheriff School complies with the Retention Schedules provided by the Information Record Management Society. We hold pupil data for up to seven years after they leave the school or 25 years from the child's date of birth. SEN information is kept for a minimum of 35 years. If any safeguarding information has been recorded about a child, we are required to archive those records for the lifetime of that child.

Who do we share pupil information with?

We routinely share pupil information with:

- schools/academies/colleges/universities that the pupil's attend after leaving us - please we below
- our local authority – please see below
- the Department for Education (DfE) – please see below
- The Education and Skills Funding agency - Learner records service (LRS) – please see below
- Examining bodies – to enable access to public exams
- Braiswick photographers – for SIMS records
- Parentpay – to operate financial services
- Gpanel and Gmail (Premova and Google) – to operate communication within school
- Microsoft and Outlook – to operate communication within school
- Groupcall – to operate attendance procedures
- AIP Catering – to operate the catering services
- Parentpay – to manage payments relating to pupils
- PS Financials – to manage payments relating to pupils
- Prospects – required to supply destinations data to local authority
- Edulink software – to operate school communications
- Crowe Clark Whitehill – legal requirements for auditing
- Health and social welfare organisations – to provide health and pastoral support
- Local Public Health team
- Kudos, Launchpad, Barclays Life Skills, iCould – to access careers advice and guidance
- Microlibrary systems – to run the school library
- Dr Frost and Kerboodle – to access the mathematics curriculum
- With pupils' family and representatives
- Accelerated Reader – to access the English curriculum
- Seneca Learning (part of the Gsuite apps) – to access the academic curriculum
- Dynamic Learning – access to the academic curriculum
- Isaac Physics – to access the Physics curriculum

We occasionally have to share information with:

- Police – to comply with legal processes
- Glass by Design – for awards and prizes (historical reference)
- Parris's jewellers – for awards (historical reference)
- Jill Whitingham – to offer statutory independent careers advice
- Multi Agency Safeguarding Hub MASH – to raise safeguarding concerns &
- Family Connect

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

NHS Test and Trace/Public Health Agencies:
It may be necessary for us to share limited information with the above agencies in the event that an individual tests positive for Coronavirus, or it there is a Coronavirus outbreak. This will enable to the named agencies to liaise with families to provide advice and support, and to take appropriate steps in responding to an outbreak. You have the right to object to the sharing of information with such agencies. This is not an absolute right and will be assessed on a case by case basis.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.
This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.
We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information to (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

Learning records service

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: https://www.gov.uk/government/publications/lrs-privacy-notices

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or request access to your educational record, contact the Headteacher's PA..

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have any concerns about how we collect, use, store, or share your personal information, you have the right to make a complaint. We also recognise your right to raise concerns or make a complaint about how a Subject Access Request (SAR) has been handled, including the way your request was processed or the response provided. We encourage you to contact the school in the first instance so that we can investigate and try to resolve your concerns promptly. Information about our data protection complaints process is available in our Data Protection Policy.

Contact

If you would like to discuss anything in this privacy notice, please contact:
Mrs Nicola Dandy, Deputy Head.
Email: Nicola.Dandy@lawrencesheriffschool.com

The school subscribes to the Data Protection Service at Warwickshire County Council (School DPO Service). They can be contacted at:
schooldpo@warwickshire.gov.uk or alternatively

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which School your request relates to**.